

ARTS LEARNING GRANT PROGRAM FINAL REPORT INSTRUCTIONS

Grantees must complete the final report using COA's on-line e-granting portal accessible at <https://coa.fluidreview.com/>. Grantees must create an account, or if an account already exists then sign in using your email and password.

If you are a returning user: Log in. Select "View My Submissions". Scroll down and click "Create New Submission". Select "**FINAL REPORT: Arts Learning**" from the drop-down menu. Enter name of grantee. Click "Get Started".

If you are a new user: Create account by clicking "Sign up". Complete registration page. When on the registration page, be sure to select the category "**FINAL REPORT: Arts Learning**" from drop-down menu. You will receive a confirmation email from FluidReview. Once in FluidReview, click "Create a New Submission. Select "**FINAL REPORT: Arts Learning**" from the drop-down menu. Enter name of grantee. Click "Get Started".

The outline below contains the information requested within the final report.

Grantees must also complete a final report budget (MS Excel spreadsheet) and the National Standard for Arts Information Exchange Data Form. You will be asked to upload these two documents during the process.

1. GRANTEE INFORMATION

1. Grant #
2. Grant Amount
3. Grantee Information (Name, address, website, telephone)
4. Primary Contact Person (Name, Title, Phone, Email)

2. FISCAL INFORMATION

1. Total Project Budget (*includes your grant request, required cash match and value of in-kind contributions, and any other funds you will apply to this project; this amount must correspond to to your budget expense sheet*)
2. COA Grant award amount
3. Total COA funds expended
4. Total Project Expenses

5. If applicable, please provide a brief explanation of any inconsistency greater than a 15% difference between the proposed budget you submitted with your application and actual expenses and income.

3. GENERAL INFORMATION

1. Title of your project
2. Project Start & End Date
3. Location(s) where the project took place.
4. Was this an ongoing or new project?
5. Project Summary -Please provide a brief summary of your project (*up to 70 words*)
6. Using demographics to do so, describe the main beneficiaries of your project? Who did it serve? (*up to 70 words*)
7. Did your project include physical and programmatic access, sign language interpretation, assistive listening devices, transportation or other services to allow access for persons with disabilities to participate? Explain (*up to 70 words*)
8. Did your project address an underserved population in some way? If so define that population using demographics to do so, and tell how you served them. (*up to 70 words*)

4. PROJECT SUCCESS

Using evidence collected and documented as described in the “Measuring Outcomes” section of your application, respond to the following for each goal you identified. *Applicants were required to identify at least one goal. Applicants requesting \$10,000 or more were required to identify two (2) additional goals.*

1. On a scale of 1-5 with 1 being “we missed the boat” and 5 being “slam dunk” please tell us how successful you were in achieving the goal?
2. State the Arts Learning Outcome you addressed. Tell us what you observed, noticed, heard saw, etc. that leads you to score your progress in this way. (*up to 100 words*)
3. What measureable evidence did you collect to support your score? What were the quantitative results? (*up to 70 words*)
4. Were there any surprises? Explain. (*up to 50 words*)
5. Please provide an anecdotal comment/observation/quote, etc. to support your score qualitatively.
6. Please tell us how this project helped to advance arts learning in your defined community. Who is better off? How? Why? And how do you know? (*up to 100 words*)
7. What did you learn about your community as a result of this project? (*up to 50 words*)
8. On a scale of 1-5 with 1 being “we missed the boat” and 5 being “slam dunk” please tell us how successful your partnership was.
9. Please explain your score for #8.

5. FINAL SECTION

1. Overall, how did this funding support your work? (*up to 50 words*)
2. How did you credit COA and NEA for funding this project? (*up to 50 words*)
3. Did this grant help you to gain a better understanding of the impact arts learning can have on placemaking? Explain. (*up to 50 words*)
4. Would you apply for funding through this grant program again? Why/why not? What suggestions do you have for improving this grant opportunity? (*up to 50 words*)